



**ASSOCIATE GOVERNMENTAL
PROGRAM ANALYST
DEPARTMENT OF CONSUMER AFFAIRS
DEPARTMENTAL PROMOTIONAL EXAMINATION
CONTINUOUS FILING**



www.dca.ca.gov

The Department of Consumer Affairs provides equal employment opportunities to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.

It is an objective of the State of California to achieve a drug-free work place. The use of illegal drugs is against state and federal laws, rules governing civil service and violates the special trust placed in public servants. Applicants for state employment are expected to be drug-free.

WHO MAY APPLY	Applicants must have a permanent civil service appointment with the Department of Consumer Affairs or meet the provisions of the State Personnel Board Rules 234 or 235 by the final filing date in order to take this examination (applicants who qualify under Government Code Sections 18990 and 18992 may also apply).	
HOW TO APPLY	Please submit an application (STD 678) to the address indicated below. DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD. NOTE: All applications must include: "to" and "from" dates (month/day/year); time base; and civil service class titles. Applications received without this information will be rejected. Resumes will not be accepted in lieu of a completed State Application, Form STD 678.	
WHERE TO APPLY	MAIL TO: Department of Consumer Affairs Attn: Selection Services (L. Rifredi) PO BOX 980428 West Sacramento, CA 95798-0428	HAND DELIVER TO: Department of Consumer Affairs Attn: Selection Services (L. Rifredi) 1625 N Market Blvd, Suite N-321 Sacramento, CA 95834
SPECIAL TESTING ARRANGEMENTS	If you have a disability and need special testing arrangements, mark "yes" on Question #2 on the Examination and/or Employment Application. The Selection Services Unit will contact you to make special testing arrangements. Telecommunications Device for the Deaf (TDD) number is (916) 322-1700 or 1 (800) 735-2929.	
CONTINUOUS FILING	Examination applications will be accepted on a continuous basis and will be held for the next available exam.	
EXAM DATES AND TESTING PERIOD	Examinations will be administered approximately every six (6) months. A candidate may only test once in an 18-month period.	
SALARY RANGE	\$4400 – \$5348 per month	
POSITION DESCRIPTION	Under direction, incumbents perform the more responsible, varied, and complex technical analytical staff services assignments such as program evaluation and planning; policy analysis and formulation; systems development; budgeting, planning, management, and personnel analysis; and continually provide consultative services to management or others. This is the full journey level analyst class. Incumbents are typically subject-matter generalists who have demonstrated possession of intellectual abilities, the management tools, and the personal qualifications to succeed in a variety of general staff services settings.	
REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION	All applicants must meet the education and/or experience requirements by the written test date. Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either" I, "or" II, etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.	

SEE REVERSE FOR ADDITIONAL INFORMATION

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JY35/5393/8CADD

FFD: Continuous Filing

**MINIMUM
QUALIFICATIONS**

State experience applied toward the "General Experience" pattern must include at least one year in a class at a level of responsibility equivalent to that of the promotional class.

Experience applicable to one of the following patterns may be combined on a proportional basis with experience applicable to the other patterns to meet the total experience requirements, provided that the combined qualifying experience totals at least 30 months. Education may not be used to reduce this 30-month limit.

Education: The following education is required when general experience is used to qualify at any level: equivalent to graduation from college. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

And

Either I

Experience: One year of experience performing the duties of a Staff Services Analyst, Range C.

Or I

Experience: Three years of professional analytical experience performing duties in one or a combination of the following or closely related areas: budgeting, management analysis, personnel, planning, program evaluation, or policy analysis.

Promotional candidates who are within six months of satisfying the experience requirement for this class will be admitted to the examination, but they must fully meet the experience requirement before being eligible for appointment.

(One year of graduate work in public or business administration, industrial relations, psychology, law, political science, or a related field may be substituted for six months of the required nonsupervisory experience.)

**DEFINITION OF
TERMS**

The words "**performing the duties of...**" mean the applicant must have the amount of experience in State service in the class (or on a Training Development assignment to the class) specified.

The words "**level of responsibility equivalent to...**" mean the applicant must have State service experience of appropriate type and length in a classification at the same (or higher) salary level as the class specified.

**SPECIAL
PERSONAL
REQUIREMENTS**

Demonstrated ability to act independently, open-mindedness, flexibility, and tact.

**EXAMINATION
SCOPE**

WRITTEN EXAMINATION - WEIGHTED 100%

This examination will consist of a Written Test weighted 100%. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained in the written examination. ***Candidates who do not appear for the written examination will be disqualified.***

Knowledge of:

1. Principles, practices, and trends of public and business administration, management, and supportive staff services such as budgeting, personnel, and management analysis.
2. Government functions and organization.
3. Methods and techniques of effective conference leadership.

Ability to:

1. Reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems.
2. Develop and evaluate alternatives.
3. Analyze data and present ideas and information effectively both orally and in writing.
4. Consult with and advise administrators or other interested parties on a wide variety of subject-matter areas.
5. Gain and maintain the confidence and cooperation of those contacted during the course of work.
6. Coordinate the work of others, act as a team or conference leader.
7. Appear before legislative and other committees.

**ELIGIBLE LIST
INFORMATION**

An eligible list will be established for the Department of Consumer Affairs. Names of successful candidates are merged onto the eligible list in order of final scores, regardless of date. **Eligibility will expire 18 months** after it is established, unless the needs of the service and conditions of the list warrant a change.

SEE NEXT PAGE FOR ADDITIONAL INFORMATION

**VETERANS
PREFERENCE
POINTS**

Veteran's preference credit **is not** granted in promotional exams.

QUESTIONS

If you have any questions concerning this announcement, please contact the Department of Consumer Affairs, Selection Services & Recruitment Unit, 1625 N. Market Blvd, Ste N321, Sacramento, Ca 95834. (916)574-8352.

GENERAL INFORMATION

The Department of Consumer of Affairs reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

It is the candidate's responsibility to contact the Department of Consumer Affairs's Selection Services Unit at **(916) 574-8370** three weeks after submitting an application if a progress notice is not received.

Applications are available at State Personnel Board offices, local Employment Development Department offices, the Department of Consumer Affairs and at www.spb.ca.gov.

If the candidate's notice of exam fails to reach the competitor prior to the written examination date due to a verified postal error, the competitor **may be** rescheduled upon written request.

If you meet the requirements stated on this examination bulletin, you may take this examination. Possession of the entrance requirements does not assure success in the exam or placement on the employment list. Your performance in the examination described on this bulletin will be compared against predetermined rating criteria. All candidates who pass will be ranked according to their scores.

Examination Locations: Test locations are determined by the number of candidates and are limited or extended as conditions warrant. Ordinarily exams are scheduled in Sacramento, San Francisco bay area, and the southern California area. However, locations may be limited or extended as conditions warrant.

Promotional Examinations Only: Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances other employees (*i.e. former Department employees or current employees on TAU, T&D, and LT status*) may be allowed to compete under the provisions of SPB Rules 234, 235, 235.2. SPB Rules 233, 234, 235, 235.2 and 237 contain provisions regarding civil service status and eligibility for promotional examination. These rules may be reviewed at departmental personnel offices or the SPB.

Employment lists: Employment lists are established by competitive examination and are used in the following order, regardless of list date: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, and 6) open. The oldest dated list will be used first. All lists will expire in one to four years unless otherwise stated on this bulletin.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others. Competitors must be in a state of health consistent with the ability to perform the essential functions of the duties assigned to the class. A medical examination may be required. In open examinations, investigation of employment records, personal history, and fingerprinting may be required.